



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 11/2/17	<u>Interviewer:</u> SGS	<b>RFA #17 – 66</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Anti-Muslim flyers and hate graffiti		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input checked="" type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
11/2/17	[REDACTED] sends email to EOO re: threatening flyers	See file.
11/7/17	SGS t/c to [REDACTED], leaves voicemail	
11/7/17	SGS email [REDACTED]	Would like to see if members of Muslim Student Association would like to meet with SGS and Darrin Rasmussen re: efforts underway to address informing Muslim community on campus about flyers and other related hate graffiti.
11/8/17	[REDACTED] email SGS	Invites SGS and Darrin to Muslim Student Association.
11/8/17	SGS & Darrin confirm their attendance to the MSA meeting on November 21	

11/11/17	SGS to [REDACTED]	
11/20/17	[REDACTED] & SGS email conversation	[REDACTED] notifies SGS of cancellation of 11/21 MSA meeting due to holiday travel. SGS confirms with [REDACTED] to still meet on 11/21 as planned.
11/21/17	Meeting with SGS, LB, Darin Rasmussen, Kunle Ojikutu, and [REDACTED].	
11/28/17	Follow Up meeting with SGS, LB, Darin Rasmussen, Kunle Ojikutu, and Donna Gibbs	
11/29/17	SGS email to Sabah Randhawa	[REDACTED], along with other students at MSA, would appreciate a statement from the administration, which would allow both Muslim and non-Muslim students to know the University is aware of the situation, has been tracking incidents, and is working hard to address this issue.
12/6/17	Sabah Randhawa email to campus "Update on Western's Diversity Initiatives"	